



Ogden Preparatory Academy Field Trip Request Form

Please fill out this form in its entirety and submit to Amie Campbell prior to final field trip arrangements.

Teacher(s) Requesting Approval:	Date Submitted:
Field Trip Requested: <i>(Please give a brief synopsis of what you want to do, details will follow.)</i>	
What is the purpose of this field trip?	
Class(es)/Teacher(s) Participating:	Number of Students and Grade(s):
Date(s) of Field Trip:	Time of Departure: Time of Return:
Proposed Destination <i>(name, address, phone number):</i>	
Number of Chaperones <i>(minimum of 1:10 chaperones to students):</i>	
Chaperone Training Plan and Date(s):	
Meal plan <i>(school lunch/provided lunch):</i>	Mode of transportation <i>(bus/private vehicle(s)/public; if bus, indicate number of busses needed):</i>

Required Cost(s) per student (<i>description of fee and amount</i>):	Expected transportation cost (<i>include bus costs, gas reimbursements, public transportation fees, etc.</i>):
Total cost of Field trip:	Field Trip Cost(s) Paid by (<i>school/students/fundraising/donations, please list all sources</i>):
<p>Will this field trip take place before, after or during the unit of study?</p> <p>How does the field trip relate to your unit of study; which core standard(s) will be addressed by this field trip? What specific competencies are to be learned during this trip?</p>	
<p>What will students experience on this field trip? What do you intend for your students to gain/learn from those experiences?</p>	

<p>NOTE:</p> <ul style="list-style-type: none"> • Bus costs: \$72/hour for each bus. 2 hour minimum for each leg of the trip. • Bus capacities: Elementary 84 students; Junior High: 56 students. • Provide a list of students attending the field trip to the office staff prior to the day of departure. • A list of all students and adults attending the trip must be left in the office prior to departure. • Lunch requests must be submitted to the kitchen staff at least 1 week prior to departure.
<p>For office use only: Buses ordered/confirmed (date):</p>

Field Trip:
Teacher:

Required Forms: This portion to be completed by Administration.

Complete		Single Day	Multi-Day Domestic	Multi-Day Foreign
	Request Form	2 wks prior	6 mo prior	1 yr prior
	Permission to Participate	Yes	Yes	Yes
	Lunch Request Form	If taking school lunch 2wks prior	If taking school lunch 2wks prior	If taking school lunch 2wks prior
	Contact Sheet and Emergency Plan	Yes	Yes	Yes
	International Travel Health Disclosure			Yes
	Private or Rental Vehicle Use Permission	If using private vehicles; 3 weeks prior	If using private vehicles; 3 weeks prior	If using private vehicles; 3 weeks prior
	Passenger Permission for Private Vehicles	If using private vehicles; Before leaving	If using private vehicles; Before leaving	If using private vehicles; Before leaving
	Spain Trip Expectations and Behavior Agreement			Spain Trip only
	Medication Release Form		Yes	Yes
	Chaperone Agreement	Yes	Yes	Yes
	Accident Waiver and Release of Liability		Yes	Yes
Signature of Approval:			Date of Approval:	